

New Tardy Procedure  
WHS 2008

We welcome you to Welsh Hills School each morning with open arms. ☺ Staff members will be on the front porch to greet your children from 8:15 to 8:30 each day.

The ideal time to drop your child off is between 8:20 and 8:25, to allow enough time for her to walk to the classroom, put her belongings away and be ready for morning meeting at 8:30. We encourage families to discuss and develop a prompt arrival habit.

At 8:30, the doors will be locked, as a safety precaution. If you arrive late, here is our new procedure for you and your child upon arrival:

- ❖ Toddlers
  - knock and wait for a teacher to come to the door
  - fill out a tardy slip (sample below)
- ❖ Children's House
  - ring the bell and wait for someone to unlock the door
  - walk your child into the building
  - fill out a tardy slip (sample below)
  - escort your child to his classroom entrance
  - give your child the slip to take into his classroom
  - please do not interrupt the class
- ❖ Primary, Intermediate, Middle School
  - ring the bell and wait for someone to unlock the door
  - walk your child into the building
  - fill out a tardy slip (sample below)
  - give your child the slip to take to class

If you are late, someone will come to the lobby to let you and your child in, or in the Toddler Room, a teacher will leave the morning meeting to let you in. We need your cooperation to arrive promptly so as not to interrupt morning meetings and staff work. After a child has three tardy slips, you will be contacted by Gina to discuss ways to get to school on time.

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**TARDY SLIP**

Child's Name \_\_\_\_\_ Program \_\_\_\_\_

Date \_\_\_\_\_ Arrival Time \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Staff Member Signature \_\_\_\_\_